

From: [Coltrain, Katrina](#)
To: [Atkins, Blake](#); [Meyer, John](#)
Subject: Site repository and CIC involvement
Date: Monday, July 11, 2016 3:11:00 PM

Blake, here is one action item that I think we should discuss with the CICs. As you can see from the emails attached, I inquired about the repository information for Wilcox. The response indicates that the repository is the responsibility of the RPM. I think that this is something that the CIC can do. They can set it up with the library, they can check with the library to make sure the documents are available, they can keep a list of the documents in the repository, and they can add documents as requested by the RPM.

In the past, I have provided documents to the library for inclusion in the repository, but it was the CIC that made sure the documents were available to the public and who did the inventory of documents the library had available.

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From: Little, Bill
Sent: Wednesday, July 06, 2016 12:58 PM
To: Coltrain, Katrina <coltrain.katrina@epa.gov>
Subject: RE: site repository--Wilcox

Katrina,

I'll try to answer your questions.

Things placed in the repository is something that has recently come to the surface and there are varying opinions. The repository and SEMS have similar requirements for documents, but there doesn't seem to be a specific guideline as to who does what.

It has been the understanding, among CICs, That the RPM is responsible for placing the proposed plan and similar documents, (fact sheets, responsiveness summary, ROD, etc.) into the repository and SEM's, which are then used to create the final Administrative Record which is also placed in the repository by the RPM using a contractor to assemble the AR. and have them send it there, after final approval.

There is a CIP that is in SEM's and the repository, which was done by me. CIP attached. I have been updating all CIP's this year and want to go back and add some site pictures to the CIP's of the 35 sites I'm responsible for.

Thanks,
Bill

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From: Coltrain, Katrina
Sent: Friday, July 01, 2016 7:40 AM
To: Little, Bill <Little.Bill@epa.gov>
Subject: site repository--Wilcox

Bill, I have a couple of questions about the CI information for Wilcox.

1. Do you have a resource list of the documents put in the repository?
2. What process has been used to put documents in the repository?
3. Is there a final CIP?

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